

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S14-106

DATE: October 24, 2014

SUBJECT: ANNOUNCEMENT NUMBER 14-36-1

OPEN TO: All Interested Candidates

POSITION: Law Enforcement Program Assistant, FSN-8

OPENING DATE: October 24, 2014

CLOSING DATE: November 07, 2014

WORK HOURS: Full-time 40 hours week

SALARY: *Ordinary Resident: CFA 7,724,440 per year
Position grade: FSN-8

*Not-Ordinarily Resident (NOR): US\$45,185 per year
Position grade: FP-6

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

ONLY THE PRESELECTED CANDIDATES WILL BE CONTACTED.

The U.S. Embassy in Bamako is seeking an individual for the position of Law Enforcement Program Assistant position in the Embassy Political/Economic Section.

BASIC FUNCTION OF POSITION:

The Law Enforcement Program Assistant provides program support to the International Law Enforcement/Department of Justice (INL/DOJ) Senior Law Enforcement Advisor (SLEA) and assists and coordinates other contracted personnel. Duties include keeping the SLEA abreast of developments in the function, organization and reform of Malian police services, criminal justice officials, and related government assistance programs; serving as a liaison between the US Embassy law enforcement development program and Malian government officials. Incumbent receives day-to-day direction from the SLEA and is formally supervised by the Political/Economic Chief.

A copy of the complete Position Description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

- Bachelor's degree in Law, Law Enforcement or Criminal Justice.
- Three to five years of professional experience in police, public security, criminal justice or equivalent experience in an International Law enforcement development program.
- Level IV (Good knowledge) French.
- Level III English (English level will be tested).
- A Strong working knowledge of Malian law enforcement, government structures and public security policy.
- Computer skills in Word Processing, Excel and email.
- Driver's license.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED:

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.html>; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A Current resume or curriculum vitae, **PLUS**;
3. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO

HROBamako@state.gov

[Subject: Law Enforcement Program Assistant](#)

POINT OF CONTACT

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: NOVEMBER 07, 2014

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country); and,
- Is not subject to host country employment and tax laws (i.e. diplomats); and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – **A Foreign National or U.S. citizen who:**

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.